



Health Professions Review Board

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Form 1

Application for Review of a Licensing Decision

For Office Use Only
File No.

HPRB-HPA-

Instructions

| | |
|--|---|
| <p>If it has been <u>30 days or less</u> since you received the licensing decision:</p> <ul style="list-style-type: none"> ▪ Fill out and sign this form ▪ Attach licensing decision ▪ Send these 2 documents to <ul style="list-style-type: none"> ▪ the Review Board ▪ the College | <p>If it has been <u>more than 30 days</u> since you received the licensing decision:</p> <ul style="list-style-type: none"> ▪ Fill out and sign this form ▪ Fill out and sign Form 13 ▪ Attach licensing decision ▪ Send these 3 documents to <ul style="list-style-type: none"> ▪ the Review Board ▪ the College |
| <p>Please Note</p> <ul style="list-style-type: none"> ▪ This form and the licensing decision must be submitted in PDF format. We do not accept smart phone photos. Do not send any other documents at this time, or they will be returned to you. ▪ If you self-identify as an Indigenous person, your review board case manager can make sure that cultural sensitivities are respected. You may choose to self-identify at any point in the review board process. | |

Person Requesting Review (Applicant)

Check this box if you wish to self-identify as Inuit, Metis or First Nations

| | | |
|-------------------|---------------|-------------|
| Name of Applicant | Pronouns | |
| Mailing Address | City | Postal Code |
| Phone Number | Email Address | |

Representative (A representative is a person who you authorize to act for you in all Review Board matters)

| | | |
|------------------------|---------------|-------------|
| Name of Representative | | Pronouns |
| Mailing Address | City | Postal Code |
| Phone Number | Email Address | |

College

| | |
|----------------------------|--|
| College | |
| Date of licensing decision | Date you received the licensing decision |

Action Requested

| |
|--|
| <p>I ask the Review Board to make an order sending the matter back to the Licence Committee because</p> <ul style="list-style-type: none"> <input type="checkbox"/> the licensing decision or the making of the licensing decision was contrary to this Act or the regulations, bylaws or rules; <input type="checkbox"/> the licensing decision was not made in accordance with the principles of procedural fairness; <input type="checkbox"/> the applicant's knowledge, skills, ability and judgment are substantially equivalent to the eligibility standards relevant to the class applied for; <input type="checkbox"/> the applicant is a person to whom the licence committee is obliged, under the <i>Labour Mobility Act</i>, to issue a licence. |
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(continued on next page)

Submitting your Application

Check both boxes:

- I have attached the licensing decision to this application in PDF format (I can submit additional documents later in the process)
- I understand that I must send a copy of this form to the College

If sending by email, check this box and type your name:

- I, _____, understand that checking this box constitutes a legal signature.

If sending by paper, sign below (your representative cannot sign for you):

Signature

Add Date of Application

Date

What happens now?

- Once your application has been processed, a case manager will be assigned to guide you through the review process.
- Your case manager will obtain a copy of the College's licensing record for you and ask for your submissions.
- The Review Board will review the reasonableness of the licensing decision and make an order confirming the licensing decision or referring the matter back to the licence committee.